

CONFIDENTIAL**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

OL Annual Planning Conference -- 10 and 11 October 1984

25X1	FR			EXTENSION	NO.
25X1	Acting Chief, Information and Management Support Staff, OL				DATE 30 AUG 1984
	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) Attached is a composite list of suggested topics for the OL Planning Conference that were recently submitted by OL Staff and Division Chiefs. Following your review of the suggestions, you may wish to assign specific topics to certain individuals and/or select other topics that have not been suggested. The time frame for the conference this year will provide ample time for each staff and division chief to lead a discussion of at least an hour with additional time available for discussion of past year accomplishments and new initiatives. At your convenience, [] is available to answer any question or discuss agenda planning. [] Bob <i>I'd like to take advantage of this mty to discuss Dums function for 86 program</i> []
		RECEIVED	FORWARDED		
	1. EO/OL		30/8	AL	
	2. DD/L				
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SUGGESTED TOPICS FOR OL PLANNING CONFERENCE

1. From: C/NBPO

✓ A. Contingency planning for ADP--LIMS, WANG, etc.--promises to improve the performance of OL under "fair-weather conditions." However, unless contingency systems are developed in parallel with these types of systems, severe problems are predestined. As more procedures and records are committed to ADP, personnel will lose proficiency with current manual processes, and all or many essential records will be inaccessible when ADP capability is lost. The Agency has no contingency ADP capability so that the loss of OL systems is a question of when, not whether. The time to address this problem is while the ADP systems are in development. Records required for contingency operations and their formats and medium are part of the basic ADP system requirements. Are we doing enough?

✓ B. Can we develop a strategy for the downside? The last several years of Agency expansion have rushed us into a number of actions that may become troublesome when the budget cycle turns down. Increases in T.O.'s combined with increased contracting out for services such as Headquarters O&M have significantly altered the traditional set of OL values. When cuts come, will OL opt to save slots or cut contractors? When the annuitant pool dries up, will OL be equipped to absorb the loss? Can we train OL specialists today to move into other disciplines when normal personnel actions associated with cuts leave us short in critical areas? Having lost the sanctity of SLUC payments, are we prepared to cut Headquarters services or cut in other areas to maintain services?

2. From: C/IMSS

A. Data Administration in OL

- 30 min
- Impact
 - Effectiveness
 - Where is it going.

3. From: C/PMS

✓ A. Decentralization vs. centralization

- Too much? Too little? Just right?
- New areas for decentralization? Central Depot?
- Are we losing control?

B. Staffing:

- Can the Office of Logistics continue to do its job when it takes 4-8 months to process an approved hire with papers?
- What can we do to help the Office of Personnel help us?
- What has our experience been in FY 1984?

✓ C. Team building:

- How can we fuse our senior managers into a more together team?
- Would Federal Executive Institute assistance help?
- Would more non-business (social) luncheons help?
- Is there a problem?

C. Equal Employment Opportunity (EEO)

- How are we doing?
- Have we made progress over the past two years?
- How do we compare with other Agency Components?
- Where are we deficient?

4. From: C/P&PD

✓ A. Strategy that ensures functional responsibility retention in OL, i.e. How do we create an environment in which delivery of logistics services remain the responsibility of the Central Office of Logistics?

Comment (C/P&PD): I am experiencing an increasing number of instances where other offices are employing self-help action rather than go through established Logistics processes.

B. Follow-up on the OL Strategic Plan

C. Review of the development and implementation of the new P&PD Management Information System.

5. From: C/HOME

A. Proposal that major renovation and overhaul of the old building be initiated commencing with the move into the new building.

B. Explanation of the scope of the logistics study on backfill of the Headquarters Building when the new building is completed.

✓ ~~C. Configuration management at Headquarters Building.~~

D. Better ODP support to logistics programs and update to old programs.

✓ E. More and more requirements levied upon logistics require "quick responses." Should OL develop a flexible support unit capable of delivering services to all Agency components quickly and with little interface with the formal organization?

good for discussion

6. From: C/RECD

A. The unpredictable and sudden external organizational need for OL personnel resources may continue to occur in the future with the resultant sudden reassignment of OL personnel and an impact of understaffed OL functions with heavy workloads to perform. Is the proposed development complement, which would provide a quick reaction resource pool, going to be a reality? If not, what other options are available to provide such supplemental resources?

✓ B. In the event of a personnel hiring freeze in October 1984, what will be our approach to resolve our shortfall resource problem?

what will we cut.

7. From: C/SD

A. Bar Coding and its impact on Logistics, both in the near and distant future.

B. Automation (LIMS) and its effect on how we are presently organized.

C. Regional Support Activity

D.

E. Personnel issues:

Inter-Division/Inter-office rotation of personnel; assignment to specific jobs outside the office which are not related to any of our specialties; and the proposed Logistics Management Development Program.

STAT
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7/10 -
I want
current
problem.
SD

C/PS - Vendor Late Delivery Problem and how PS plans to solve it w/o additional personnel. - 30 min per del P.

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